



# BUSHFIRE EMERGENCY RESPONSE GUIDE

1

- Notification received or **Known risk** of nearby bushfire
- **Decision to take action** and activate Bushfire Emergency Guide & Procedures and become non-operational

2

- **Take advice whether to evacuate off-site or to shelter in place** from Emergency Services and/or Education Liaison Officer (at SEOC).  
Through Secured Comms APP Local Fire Control Centre: (02) 4560 6400

3

- **Sound alarm** - Continuous siren
- **Move to Library J Block and follow direction** by Chief Warden
- **Check sick bay & admin block**, get rolls & contact info (SAM)

4

- **Check live traffic app** for road closures to identified evacuation points as per procedures (North Richmond PS or Kurrajong PS)
- **Contact Busways** and request 3 buses and seek assistance from 1800 811 523 if required

5

- **SAM and SAO check** that teachers have class rolls and any EpiPens, Asthma relievers or other medical needs

6

- **Follow advice** from RFS and/or Emergency Services and await transport to identified evacuation location.

7

- **Make contact** - Incident Report Hotline 1800 811 523 (opt. 1); Director, Kerri Brickley **Secured Comms App**; & **Enews, Class Dojo, email, Facebook** message to notify of evacuation & location of pick up point

8

- **Parents collect & sign out children** - APs to maintain rolls  
*Monitor & organise children not picked up (Principal)*

9

- **Maintain contact** - Incident Report Hotline 1800 811 523 (opt. 1); Director Kerri Brickley, **Secured Comms APP, email, Enews, Class Dojo, Facebook** message to update and notify operational status